



Security

RESTRICTED AND CONTROLLED AREAS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Physical Security*. It has been prepared for use by all personnel having responsibilities to support and maintain the system security standards of restricted areas and to protect sensitive resources. Instructions and procedures provide for essential planning, coordinating, conducting, executing and directing internal and external control procedures associated with restricted and controlled areas. This instruction 50 United States Code (50 U.S.C.) 797, Section 21, *Internal Security Act of 1950*, authorizes the installation commander to issue instructions to safeguard property and places. It is applicable to 926 FW and USAF transient personnel. It is referenced by DoD Regulation 5200-8, *Physical Security Program*, AFI 31-210, *The Air Force Antiterrorist Protection (AT/FP) Program Standards*, AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program*, AFI 31-101V1, *The Physical Security Program* and AFI 31-209, *The Air Force Resource Protection Program*. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed by this instruction are U.S.C. 8012 and Executive Orders, 9835, 10450, 11652.

SUMMARY OF REVISIONS.

This revision is substantially revised and must be read in its entirety.

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Chapter 1

ADMINISTRATION

1.1. Concept. For the purpose of this instruction, The Physical Security and Resource Protection Programs, the 926 Fighter Wing Commander is designated as the installation commander for the 926 FW and will officially establish and designate restricted and controlled areas pursuant Section 21, Internal Security Act of 1950 (50 U.S.C. 797), DoD Directive 5200-8, AFI 31-209 and DoDR 5200-8, Section 21, Internal Security Act of 1950 (50 U.S.C 797) and AFI 31-101V1. Any lawful directives issued by the 926 FW Commander are enforceable against all persons whether or not those persons are subject to the Uniform Code of Military Justice (UCMJ).

1.2. General.

1.2.1. Restricted areas are designated areas established to contain priority resources. Controlled areas are designated areas that contain sensitive or high value resources.

1.2.2. Specific written permission granted by the authority of the installation Commander is required for entry into restricted and controlled areas. Entry into restricted and controlled areas is prohibited without authority of the installation commander. This written permission consists of two parts, Unescorted Entry Authorization (See paragraph 3.1.) and Escorted Entry Procedures.

1.2.3. Security priorities are associated with the Air Force Installation Security Program. The assignment of a protection level reflects the relative threat to the war making ability, political and military importance of a resource. AFI 31-101V1 identifies resources as either Priority A, B, or C, and describes standards of security for the specific resources assigned.

1.2.3.1. This instruction lists the officially designated restricted areas, their general locations, and associated boundary barriers and warning systems. It also identifies the location for non-badge controlled areas and badge required controlled areas whereas the restricted area badge will be used.

1.2.3.2. Additional attachments are provided to identify specific responsibilities and procedures for restricted and controlled areas and restricted area badge procedures.

1.3. Office of Primary Responsibility (OPR). Recommended additions, deletions, or changes will be submitted to the 926 Security Forces (SF).

1.4. Responsibilities.

1.4.1. The installation commander will ensure the specific security standards for the protection of priority resources are adhered to for both Priority "C" and high value sensitive resources.

1.4.2. The Chief of Security Forces is authorized to, and will establish post priority lists for all restricted areas and curtail lower priority posts when necessary to man higher priority posts.

1.4.3. Security Forces will ensure priority and mission support resources are protected in accordance with security standards.

1.4.4. The Base Civil Engineer through Navy Public Works or private contractor will coordinate and prioritize electrical repair and maintenance for grounds, facilities and equipment.

1.4.5. Unit commanders will maintain an on-the-job security awareness program.

1.4.6. All Security Forces Control Centers will ensure the security reporting and alerting system is rapidly executed as dictated by events.

1.4.7. All Wing personnel comprise the supporting force for restricted and controlled areas and will therefore support same by remaining alert to and reporting suspicious activities in, around, and near restricted and controlled areas. Owner/user personnel for badge required controlled area will maintain proper vigilance to ensure protection of resources contained within.

1.4.8. The Security Forces Pass and Identification section will issue restricted area badges.

1.4.9. Designated requesting officials (see Atch 1) will ensure proper completion of the AF Form 2586, **Unescorted Entry Authorization Certificate** (see attachments 2 and 3) and authorize unescorted entry authorization to those personnel meeting regulatory requirements.

Chapter 2

SECURITY AWARENESS

2.1. Resources that Qualify for Security Priority. Priority "C" resources that qualify for a security priority are identified below in their order of importance.

2.1.1. A-10 Aircraft.

2.1.2. 926 FW Command Post.

2.2. Protecting Priority Resources. The Security Forces and support force unit commanders/staff agency heads/division chiefs will ensure priority resources are protected. AFI 31-101V1 and Section 21, Internal Security Act of 1950 (50 U.S.C. 797) are the authority for physical and legal enforcement of restricted area security and provides the basis for federal prosecution of violators.

2.2.1. The priority of a resource determines the degree of security protection but all security procedures should deter unauthorized approaches and entry into restricted areas. Priority "C" resource security procedures are less stringent than those required for priority "A" resources. During normal operating hours, support force personnel will maintain a general environment that determines the official need of a person approaching priority "C" resources.

2.2.2. The protection of all priority resources involves a combination of employed security force and personnel of the associated unit which are trained and motivated towards security goals and effective maintenance of physical security aids, electronic detection equipment, boundary barriers and lighting systems.

2.2.2.1. Priority resources will be outside the confines of a restricted area the minimum time necessary for logistics movement, operational needs, or emergency conditions.

2.2.2.2. Resources of the same priority should be consolidated, consistent with operational requirements, to economize on the use of security forces and reduce the number and size of restricted areas.

2.2.3. Plans and programs are developed and coordinated to ensure effective security during normal operations, contingency actions and threat conditions. The 926 FW Installation Security Plan provides detailed support, security force procedures and specific tasking. Security post listing, priority charts, maps, and checklists that outline required support are maintained at the Security Forces Control Center (SFCC).

2.3. Protecting Mission Support Resources. The Security Forces and support force unit commanders/staff agency heads/division chiefs will ensure high value and sensitive resources are protected. AFI 31-209 and Section 21, Internal Security Act of 1950 (50 U.S.C. 797), are the authority for physical and legal enforcement of controlled area security and provides the basis for federal prosecution of violators.

2.3.1. The wing possesses a multitude of high value and sensitive resources, which directly affect and support the mission. The physical existence of these highly valuable resources, coupled with the necessary support of equipment, firearms, munitions, government funds, etc., requires effective and secure day-to-day control procedures and prompt response during emergency situations.

2.3.2. Any disturbance/demonstration could draw support from anti-military/anti-government sympathizers from surrounding communities. Hostile governments may employ techniques aimed at weakening the operational ability of the wing by creating adverse public opinion. The threat of sabotage, espionage, and subversion must never be overlooked in assessing each incident which may occur within the wing or on NAS JRB NOLA.

2.4. Security Awareness. Unit commanders/staff agency heads/division chiefs will maintain an on-the-job security awareness, emphasizing security, as it pertains to each individual's job in support of priority, high value or sensitive resources. Commanders/staff agency heads/division chiefs will ensure that the contents of this instruction are presented during security awareness briefings.

2.4.1. Security awareness is administered in two (2) phases.

2.4.1.1. Phase I - Security Indoctrination Training. All personnel, both military and civilian will initially receive training on security procedures applicable to their specific duty assignment.

2.4.1.1.1. A sample "Security Awareness" test is provided in attachment 4.

2.4.1.1.2. A signature in Section II of AF Form 2586 will certify completion of this training for personnel requiring unescorted entry into restricted and badge required controlled areas.

2.4.1.2. Phase II - Training. Administered to personnel having unescorted entry authority into restricted areas and badge required controlled area(s). Training for reserve and civilian personnel will be provided by the applicable unit commander/staff agency head/division chief in accordance with AFI 36-2201, *Developing, Managing, and Conducting Training*. Documentation is not required.

2.4.1.2.1. In addition to internal security awareness, Security Forces may conduct no-notice evaluations/spot checks to identify any procedural weaknesses associated with the circulation control. Personnel making these evaluations/spot checks may use tricks of faulty identification and disguises to gain access to restricted and controlled areas to test entry and internal control procedures. Reports of these tests are provided to unit commanders/staff agency heads/division chiefs through the installation commander.

2.5. Clandestine Operations. Each person must be keenly aware of their individual security responsibilities and that authorization for entry into a restricted or controlled area carries certain security responsibilities.

2.5.1. The security of the mission is constantly subject to threats by agents of foreign powers, revolutionary radicals, psychopathic malcontents, aircraft hijackings, terrorist bombings, and political kidnappings.

2.5.2. Fundamental to the development of a sound security program is an awareness of the enemy's objectives on the part of all personnel. There are three (3) basic security threats: espionage, subversion, and sabotage.

2.5.2.1. Espionage is the act of spying. The enemy is constantly engaged in collecting and evaluating military, scientific, and economic information. The following are five techniques used to gain information.

2.5.2.1.1. Searching the personal effects may be accomplished by arrangement with employees, or arrangements may be made by posing as United States Agents with fake credentials, or by cultivating confidence.

2.5.2.1.2. Theft is accomplished by illegally copying or photographing the desired information which is obtained without revealing the "loss". This technique is usually used by enemy agents who have been successful in penetrating the security system of an installation.

2.5.2.1.3. Bribery may be used independently as the sole technique, or, it may be used in conjunction with other techniques such as searching, blackmail, and framing.

2.5.2.1.4. Blackmail is accomplished by knowledge and threatened exploitation of personal indiscretions. Blackmail is used effectively in sex, alcohol, and narcotics scandals.

2.5.2.1.5. Electronic devices have increased the threat of eavesdropping and leave virtually no safe place. A microphone reflector aimed with a telescopic gun sight, can pick up conversations three hundred (300) yards away. Miniature wire and tape recorders can record up to two and one half-hours of conversation.

2.5.2.2. Subversion is any activity in which individuals attempt to impair the loyalty, morale, or discipline with propaganda, rumors, falsehoods, and distortions of the truth.

2.5.2.3. Sabotage is the destructive act designed to impede or destroy the armed forces and essential industries. Hostile elements attempt to destroy or delay the launch of aircraft and missiles by mechanical means, explosive devices, etc.

2.5.2.3.1. Mechanical Means. Some of the more common acts are breaking equipment, putting abrasives in moving parts of machinery, contaminating food and water, substituting faulty materials and acts of omission.

2.5.2.3.2. Explosive Devices. Instantaneously achieve at least partial destruction of the target and the initial damage may be followed by fire. Certain explosives can be molded to look like innocent everyday items such as a suitcase, package, books, radio, or light bulb. Timing mecha-

nisms are usually actuated by a clock mechanism, and trigger mechanisms by some normal action such as picking up the object, opening the package or lid, or turning on a light switch.

2.5.3. The effectiveness of counteractions against clandestine operations depends on individual security contributions that could minimize threats:

2.5.3.1. Espionage. Entry and internal control of restricted areas, written material classifications, and control systems ensure those who have the right and need are granted access, and physical safeguards, such as safes, fences, lights and anti-intrusion alarms hinder espionage activities. Personnel can defeat enemy attempts at espionage by following habits of thinking and acting:

2.5.3.1.1. Security consciousness.

2.5.3.1.2. Control classified.

2.5.3.1.3. Practice security rules and procedures established in instructions and report security violations.

2.5.3.1.4. Never discuss classified information over an insecure telephone.

2.5.3.1.5. Avoid contact that could be used as a blackmail weapon.

2.5.3.1.6. Report suspicions immediately to your supervisor.

2.5.3.2. Subversion. The personnel security program consists of background security investigations that determine loyalty and trust-worthiness.

2.5.3.3. Sabotage. Threat analysis concludes the enemy's prime target to be our aircraft. These vital resources are housed within the priority "C" restricted area and the entry and internal control system assures their protection. But, establishing restricted areas, security forces and entry control systems means little without active enforcement and participation by all personnel.

2.5.3.3.1. Know the security procedures that apply within restricted areas.

2.5.3.3.2. Check all personnel in restricted areas for proper identification, badge, etc.

2.5.3.3.3. Know security reporting and alerting procedures.

2.5.3.3.4. When a hostile or possible threat event occurs, call the Security Forces Control Center (SFCC), ext. 8/3303 or flag down a security force patrol.

2.6. Security Reporting and Alerting System. Is an integral part of the AF Installation Patrol Program. The system's primary purpose is to report incidents that affect priority resources, evaluate reported incidents, and alert bases when the threat to priority resources increases.

2.6.1. It is the rapid security communications procedure that integrates all USAF bases and commands. By this system, a significant happening at one location, or a pattern of seemingly unrelated happenings at several locations, can serve as a basis for swift security alerting or warning throughout the USAF. The essential feature of this system is speed and effectiveness that enables AFRC to oppose an unfolding, widespread enemy clandestine operation with maximum possible preparedness, to include speed in which required reports are initiated at base level and speed in which reports are flashed to and analyzed by higher headquarters.

2.6.2. Provides for the earliest possible indication of enemy clandestine operations at its onset, should the enemy decide on such a course of action. The USAF command centers can then capitalize on any error made by the enemy in their timing or widespread coordinated clandestine operations against individual bases or commands.

2.6.3. Nicknames that are associated with the security reporting and alerting system are as follows:

2.6.3.1. **HELPING HAND.** Means a possible hostile event has been detected that could affect the ready general war capability of priority "A", "B", or "C" resources. All Helping Hand reports are investigated by a security force member, however are not upchanneled to higher headquarters. A Helping Hand may remain in effect until canceled by the installation command post or Chief of Security Forces.

2.6.3.2. **COVERED WAGON.** Indicates that an actual or probable hostile action has occurred associated with priority "A", "B", or "C" resources. A Covered Wagon report could result in "upgrading" of a Helping Hand based on investigation by the security response team. It can also result if an event is serious enough to immediately suspect enemy action. An example of such an event would be a sudden explosion which destroys an aircraft. The initiation and upchanneling of Covered Wagon report from this base to higher headquarters will automatically result in placing emergency security operations into effect.

2.6.3.3. **THREAT CONDITION ALERTING MESSAGE (TCAM).** This alerting order is received from higher headquarters. It requires immediate implementation of emergency security operations and applies to all bases that possess priority resources. Upon receipt of a TCAM, emergency security operations will be implemented. TCAMs will remain in effect until canceled by the originating office or higher authority. The USAF and AFRC Command Center analyzes the Helping Hand and Covered Wagon reports. When the possibility of wide spread coordinated hostile activity is indicated, emergency measures on a command-wide bases are immediately initiated.

2.6.4. Any circumstance delaying the receipt of Helping Hand and Covered Wagon reports will lessen the possibility of timely reaction to the opening phase of a widespread coordinated enemy attack.

2.6.5. Everyone must perform their security responsibility with speed and effectiveness. The one basic requirement to remember is "immediate recognition and reaction to hostile acts".

2.6.6. The following actions are individual security obligations for all personnel while performing duties in restricted areas.

2.6.6.1. Be alert, know who, and what is going on at all times. Be alert for unauthorized personnel in restricted areas by looking for restricted area badges. If personnel are not recognized as a co-worker, check them out further and determine if they have the authority and official reason for being in the area.

2.6.6.2. Detect hostile acts which could affect priority resources. Look for any abnormal condition of equipment, such as cut wires, improper positioning or arming switches, visual signs of tampering. Be alert to detect anything that strikes or is cast towards operational resources.

2.6.6.3. Alert others in the immediate area upon detection. Yell "HELPING HAND" loud and clear, alerting others in the restricted area.

2.6.6.4. After alerting others in the area and other personnel are immediately available, get their assistance to detain and remove the unidentified person from the resources in the area, and get to the nearest telephone or radio vehicle and report the incident to the SFCC. The Helping Hand telephone number is ext. 8/3303. If a security response team is in the area and readily available, attract their attention to the scene.

2.6.6.5. The obligation of detaining an unauthorized person and promptly reporting the incident may be beyond one individual's capability. It may require the accomplishment of alerting at the expense of detaining. In such instances, accurately evaluate comparative physical superiority of the suspect, weapons in possession, and the extent of damage they could inflict on the resources. Report the incident to the SFCC as rapidly as possible. In reporting the incident by telephone or radio, stay calm and speak plainly, do not omit the "what" and "where" of the report.

2.6.6.6. Return to the area where the suspect was last seen, attempt to relocate and keep under observation. Watch for and attract the attention of the security response team. Upon arrival, immediately report the incident again, and any other pertinent information you have to the security response team.

2.6.7. Security responsibility is placed squarely on individual shoulders. An alert commander or dedicated responsible airman, reinforced with a specialized aerospace system security force, is the most dangerous situation into which enemy agents can enter.

2.7. Restricted Area Designations. Restricted areas are established pursuant to DoDD 5200.8 and Section 21, Internal Security Act of 1950 (U.S.C., 797).

2.7.1. Restricted Areas Containing Priority "B" Resources:

2.7.1.1. Area 5 (926 FW aircraft parking area when aircraft are upgraded to Priority "B"). Located within the fenced/painted area of the flightline. The area is practically enclosed with a chain link fence or otherwise marked with concrete barricades. OPR: 706 FS/MA

2.7.1.2. Area 3 (926 FW Command Post when aircraft are upgraded to Priority "B"). Located in the center of Bldg 192, at the corner of Chambers and Fowler Avenues. The designated entry control point (ECP) is located at the main Command Post door. Also located in the Command Post (926 FW Maintenance Coordination Function, formerly known as Maintenance Operation Center). All entrances and exits to the Command Post are posted with restricted area signs. OPR 926 FW/CC

2.7.2. Restricted Areas Containing Priority "C" Resources. Area 4, 926 FW mass aircraft parking area. Located within the fenced/painted area of the flight line. The area is partially enclosed with a chain link fence or otherwise marked with concrete barriers. The designated entry control points are located near the north, east, and southwest corners of the area and are marked accordingly. Restricted area signs are posted at the ECPs and are posted on the ramp at intervals around the area not to exceed one hundred feet.

2.7.2.1. Area # 3, 926 FW Command Post. Located in the center of Bldg 192, at the corner of Chambers Avenue and Fowler Avenue. The designated entry control point (ECP) is located at the main command post door and marked accordingly. All entrances and exits to the command post are posted with restricted area signs. OPR: 926 FW/CC

2.7.2.2. Temporary 926FW aircraft maintenance area(s). Located as determined by the 706 FS/MA based upon aircraft maintenance requirements. Primary maintenance locations include but are not limited to Hangar #4, 926 FW Maintenance Hangar, Bldg. 195, 926 FW Fuel Cell, and the Aircraft Wash Rack area, adjacent to Bldg. 139. Area boundary barriers/markers range from painted red lines to building walls, depending on the location of the temporary maintenance area(s). Designated ECP(s) are located as operationally required to accomplish aircraft maintenance and are posted accordingly. Restricted area signs are posted according to the area(s) configuration, however do not exceed one hundred feet intervals. OPR: 706 FS/MA

2.8. Controlled Area Designations. Controlled areas are established pursuant to DoD directive 5200.8 and Section 21, Internal Security Act of 1950 (U.S.C., 797)

2.9. Badge Required Controlled Area. Area 8, 926 FW Computer Systems facility located in building 194 on Bourgeois between Russell Avenue near Chambers Avenue. Open areas surround the facility on all sides. The designated entry control point is the main door which is marked accordingly IAW AFI 31-209.

2.10. Non-Badge Required Controlled Areas.

2.10.1. All areas located inside the fenced in flightline except those areas designated as Restricted Areas.

2.10.2. 926 LSS Fuels Management Flight (refueler parking area)

2.10.3. SFCC, Room 257, Hangar #4

2.10.4. 926 MXS Egress Shop, Room 129 Bldg. 385

2.10.5. 926 MXS Avionics Shop, Bldg. 386

2.10.6. 926 FW Computer Systems, Bldg. 194

2.10.9. 926 FW Life Support, Rooms 101 and 102, Bldg. 192

2.10.10. 926 FW Munitions Storage Area, Bays 1, 2 and 3, Bldg. 90

2.10.11. 926 SPTG Weapons Storage Room 111, Bldg. 204

2.10.12. 706 FS Intelligence Facility, Room 144, Bldg 192.

Chapter 3

PASS AND REGISTRATION

3.1. Use of Restricted Area Badges. AF Form 1199, **USAF Restricted Area Badge** is issued to each person granted unescorted entry authority for a particular area, under the authority of the installation commander provided they meet the requirements outlined in AFI 31-501, AFI 31-101V1, and AFI 31-209 and have a regular and frequent need for entry into a particular restricted or badge required controlled area(s) in the performance of official duties.

3.1.1. Application for issue of Restricted Area badges is via AF Form 2586, **Unescorted Entry Authorization Certificate**. See attachments 1 and 2 for application procedures.

3.1.2. All personnel possessing a restricted area badge for that area may act as an escort for areas containing only priority "C" resources and badge required controlled areas.

3.1.3. The restricted area badge will be displayed on an outer garment, or in a plastic arm-band, in plain sight, when an individual is inside a restricted, temporary restricted or badge required controlled area. The badge will not be displayed when outside a restricted area except in a badge required controlled area.

3.1.4. Individuals are prohibited from making modifications to restricted badges.

3.1.5. Unit commanders, staff agency heads, and division chiefs will monitor personnel reassignments to ensure prompt action is taken when changes occur in an individual's need for unescorted entry into a restricted or badge required controlled area(s).

3.1.6. The Security Forces Pass and ID Section is responsible for issuing restricted area badges.

3.2. Designation of Officials.

3.2.1. **Restricted/Controlled Area Coordinating/Approval Officials.** Personnel assigned to the following duty positions are designated as coordinating/approving officials for the areas indicated and are authorized to sign as such in Block IV of AF Form 2586. Coordinating/approving officials must type or print their name in the Block IV signature block in addition to signing the block. Additionally, personnel occupying the position identified below and all personnel who assume the position in the absence of the primary occupant must ensure a completed DD Form 577, **Signature Card**, is on file in Pass and ID. Coordinating / approving official authority for the Chief of Security Forces is limited to only Security Forces members to include the 926SPTG/Security Force Squadron (SFS). Computer Systems located in Building 194 is designated as a badge required controlled area. The restricted area badge will be used for unescorted entry into the area.

3.2.2. The installation commander, unit commanders and security managers may act as requesting officials on AF Form 2586. Personnel listed in paragraphs 3.2.2.1 thru 3.2.2.10, complete

Sections I thru III and Columns 1, 2, and 3 of Section IV. These personnel and all personnel acting in behalf of the installation commander and/or authorized unit commanders during his/her absence must ensure a DD Form 577 is completed and on file within in Security Forces Pass and ID. Additionally, personnel identified in this paragraph may not grant or request for themselves nor any individual not assigned to his/her particular unit unescorted entry authorization.

3.2.2.1. Wing Commander (926FW/CC).

3.2.2.1. Operations Group Commander (706 FS/OG).

3.2.2.3. Maintenance Squadron Commander (926 MS/CC).

3.2.2.4. Operations Squadron Commander (706 FS/CC).

3.2.2.5. Logistics Group Commander (926 LG/CC).

3.2.2.6. Support Group Commander (926 SPTG/CC).

3.2.2.7. Communication Flight/Commander (926 CF/CC).

3.2.2.8. Civil Engineer Squadron/Commander (926 CES/CC).

3.2.2.9. Chief of Security Forces for Security Forces members, to include the 926 SPTG/SFS personnel.

3.2.2.10. Logistics Support Squadron Commander (926 LSS/CC).

3.3. Storage and Accountability of Forms.

3.3.1. Security Forces Pass and ID will:

3.3.1.1. Ensure security and accountability of blank AF Forms 1199.

3.3.1.2. Utilize AF Form 335, **Issuance Record - Accountability Identification Card**, to maintain a disposition log of each AF Form 1199.

3.3.1.3. Immediately destroy forms that are damaged or ruined during storage, preparation or processing. AF Form 310, **Receipt and Destruction Certificate**, will be completed and filed with the AF Form 335, and the AF Form 335 will be annotated appropriately.

3.3.1.4. Coordinate with the Chief of Security Forces requests for a commissioned officer or senior NCO to conduct annually a "physical" audit of restricted area badges and submit the findings in writing to installation commander not later than 31 August each year.

3.3.2. Each Unit Security Manager will:

3.3.2.1. File and maintain the original copy of the AF Form 2586, and all duplicate copies of investigation reports associated with lost and stolen badges.

3.3.2.2. Provide adequate safeguards for badges when not in use. Badges issued to individuals for use during Unit Training Assemblies (UTAs) and Annual Tours should be logged on a form indicating the identity of recipient, badge number, and date of issue. All issued badges should be returned to the Unit Security Manager or designee(s) upon completion of the UTA/Annual Tour.

3.4. Lost or Stolen AF Form 1199

3.4.1. Personnel are responsible for safeguarding their restricted area badge from loss. If an AF Form 1199 is lost, the person responsible for its security will IMMEDIATELY report the loss to their supervisor and Unit Security Manager. An investigation will be conducted by the unit commander or designee to determine the circumstances concerning the loss. If a replacement badge is required, a formal copy of the investigative findings and a new AF Form 2586 (prepared as outlined in paragraph 3.3.2. above) will be submitted to the Pass and ID section. The statement "This badge is requested to replace badge # _____ that was lost" must be contained in the remarks section of the AF Form 2586. Following the issue of a new badge, Pass and ID will staple a duplicate copy of the investigation report to the original copy of the new AF Form 2586 and forward same to the unit security manager for file, and will staple an original copy of the investigation report to the copy of the AF Form 145 and make necessary corrections in the Restricted Area Badge (RAB) Program and retain on file.

3.4.2. Personnel are responsible for safeguarding their restricted area badge from theft. If an AF Form 1199 is stolen, the person responsible for its security will IMMEDIATELY report the theft to their supervisor, Unit Security Manager, and Security Forces. The Security Forces Division will conduct an investigation into the alleged theft and accomplish all required statements and reports. Upon completion of the Security Forces investigation, a formal report of the findings will be completed and forwarded to the unit. If a replacement badge is required, it will be reissued only upon completion of the Security Forces investigation provided the applicant presents both the police investigation report and a new AF Form 2586 (prepared as outlined in paragraph 3.3.2. above) to the Pass and ID section. The statement "This badge is requested to replace badge # _____ that was stolen" must be included in the remarks section of the new AF Form 2586. Following the issue of a new badge, Pass and ID will staple a duplicate copy of the investigation report to the original copy of the new AF Form 2586 and forward same to the unit security manager for file, and will staple an original of the investigation report to the copy of the AF Form 2586 and make necessary corrections in (RAB Program and retain on file.

3.5. Surrendering and Disposition of AF Form 1199

3.5.1. The AF Form 1199 and the original AF Form 2586 will be surrendered to the Pass and ID Section when a replacement badge is issued, an individual is reassigned, or when an individual no longer is assigned to this Wing/Unit.

3.5.2. The AF Form 2586 is immediately destroyed by the Pass and ID Section when a replacement badge is issued, the individual is reassigned, or when the requirements for unescorted entry

no longer exists. AF Form 310 will be completed and filed with the AF Form 335, and the AF Form 335 will be annotated appropriately.

Chapter 4

INSTALLATION SECURITY COUNCIL

4.1. General. The combined Resource Protection Executive Committee (RPEC) and Installation Security Council (ISC) is established in accordance with AFI 31-209 and AFI 31-101V1. The RPEC/ISC will meet at least semi-annually, more frequently at the call of the chairperson. As a minimum, the requirements of AFI 31-101V1 and AFI 31-209 apply at all council meetings. Attendance is mandatory for identified members of the RPEC/ISC. If a member is unable to attend, a qualified representative from the member's unit, staff agency, or division will attend the meeting.

4.2. Appointment to RPEC/ISC

4.2.1. Consists of:

- 926 FW/CC (Chairman)
- 706 FS/OG (Member)
- 926 FW/LG (Member)
- 926 FW/XP (Member)
- 926 FW/DOI (Member)
- 926 FW/CE (Member)
- 926 LSS/LGS (Member)
- 926 FW/LGT (Member)
- 926 FW/FM (Member)
- 926 FW/SE (Member)
- 926 SPTG/SF (Member/Recorder)
- 926 SPTG/SFS (Member)
- 926 FW/SC (Member)

- 926 MDS/CC

4.2.2. A proposed agenda will be forwarded by the recorder to each member prior to each meeting. A formal record of discussion at the meeting will be prepared. Proceedings and assignments of the OPR will be included in the minutes. A suspense date will be established for each action item that results from the meeting and follow-up action will be accomplished.

4.2.3. The RPEC/ISC minutes will be reviewed for corrective action if any, signed by the chairperson, forwarded to each member, and filed within the Security Forces Reports and Analysis Section.

4.3. Forms Prescribed. AF Form 310, **Document Receipt and Destruction Certificate**, AF Form 335, **Issuance Record – Accountability Identification Card**, AF Form 1199B, **USAF Restricted Area Badge**, AF Form 2586, **Unescorted Entry Authorization Certificate**, and DD Form 577, **Signature Card**.

JIM G. MILLS, Colonel, USAFR
Commander

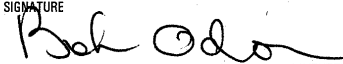
Attachments:

1. Restricted/Controlled Area Coordinating/Approval Officials
2. AF Form 2586
3. AF Form 1199 Application Procedures
4. Security Awareness Test
5. Sample Letter, Request for Official Visitor Entry into Restricted Area(s) During Threatcons/
Contingency Actions

Attachment 1

RESTRICTED/CONTROLLED AREA COORDINATING/APPROVAL OFFICIALS

Number/Priority	Area Coordinating	Approving Officials
3 – Priority “B and C”	Command Post	Wing Commander Chief of Security Forces
4 – Priority “C”	Mass Aircraft Parking Area	Operations Group Commander Chief of Security Forces
5 – Priority “B”	Mass Aircraft Parking Area	Operations Group Commander Chief of Security Forces
8 – Controlled Area	Computer Systems	Support Group Commander- Wing Commander

UNESCORTED ENTRY AUTHORIZATION CERTIFICATE						
PRIVACY ACT STATEMENT						
<p>AUTHORITY: 10 U.S.C. 8013, 44 U.S.C. 3101, and EO 9397.</p> <p>PRINCIPAL PURPOSE: To record personal information on an individual whose duty performance requires entry into Air Force restricted and controlled areas in order to coordinate with the appropriate official and determine when and what type of entry credential to issue. SSN is used for further identification of an individual.</p> <p>ROUTINE USES: None.</p> <p>DISCLOSURE IS VOLUNTARY: Failure to disclose the information and SSN would result in not being allowed entry into these areas.</p>						
I. IDENTIFICATION						
NAME (Last, First, Middle Initial) DOE JANE F.				GRADE SMSGT		SSN 123-45-6789
ORGANIZATION OR FIRM 926 MXS			HEIGHT 5'8	WEIGHT 160	COLOR EYES BLUE	COLOR HAIR BROWN
CITIZENSHIP (Check One)		<input checked="" type="checkbox"/> US CITIZEN	<input type="checkbox"/> ALIEN IMMIGRANT		<input type="checkbox"/> NON-US NATIONAL	
II. CERTIFICATION OF REQUESTING OFFICIAL						
<p>I certify that the individual whose name appears above has been the subject of a favorable investigation which meets the requirements of AFIs 31-101, 31-209 and 31-501, when applicable, for unescorted entry into restricted or controlled areas. I further certify that, in the event the above named individual is a non-US national, no US national is, or can be made, available to fill this position during the period indicated above, and that the granting of unescorted entry represents an exceptional requirement essential to the proper execution of this Command's mission. Such unescorted entry will not infringe upon the prohibited duties outlined in AFDP 31- series directives, and is clearly consistent with the interest of national security.</p>						
NAME, GRADE AND TITLE (Typed) BOB E. ODOM Chief of Security Forces			SIGNATURE 		DATE 2000 02 11	
III. DUTY						
<p>(Describe duties that require unescorted entry into the areas indicated)</p> <p>Individual require unescorted authorization into restricted and badge required controlled areas to perform security duties.</p>						
IV. RESTRICTED/CONTROLLED AREA COORDINATION						
AREA NUMBER	ESCORT OFFICIAL	TYPE AREA	CONCUR		DATE	COORDINATING/APPROVING OFFICIAL'S SIGNATURE
			YES	NO		
3	No	Priority "C" Command Post	X		2000 02 11	BOB E. ODOM
4	No	Priority "C" Aircraft Parking Area	X		2000 02 11	BOB E. ODOM
5E	Yes	Priority "B" Aircraft Parking Area	X		2000 02 01	BOB E. ODOM
8	No	Non-Priority Computer Systems	X		2000 02 01	BOB E. ODOM
LAST ITEM						

Attachment 3**AF FORM 1199 APPLICATION PROCEDURES**

A2.1. General Instructions. Commanders identified in paragraph 3.2.2. and the primary and alternate unit security manager of applicable units identified in paragraph 3.2.2. and the 926 SFS unit security manager may be requesting officials. These individuals are authorized to sign Section II of the AF Form 2586 for members of their unit to certify that all available records have been reviewed and contain no disqualifying information. These commanders and unit security managers must ensure that a completed DD Form 577 is on file in Pass and ID. Additionally, said personnel and/or designees will:

A2.1.1. Ensure each applicant has completed both phase I and II training.

A2.1.2. Ensure each applicant meets the investigative requirements and need for entry as outlined in AFI 31-501.

A2.2. Specific Instructions:

A2.2.1. Commanders and unit security managers will:

A2.2.1.1. Ensure all AF Form 2586's are completed in duplicate.

A2.2.1.2. Ensure the information in Section I of the AF Form 2586 is identical to the same information contained on the individual's military/civilian identification card. If the information contained on the AF Form 2586 is not identical to the same information contained on the individual's identification card, the application will not be accepted by Security Forces Pass and ID personnel and will be returned to the applicable unit. If the information on the identification card does not reflect the current physical characteristics of the applicant, said applicant must obtain a new identification card. In the grade block of Section I, indicate grade by entering ENL (enlisted), OFF (officer), or CIV (civilian). ART personnel will be identified by placing ART in front of the grade, e.g. ART-Enl, ART-Off. In the height block of section I, indicated height in feet and inches, e.g. 6'2", etc.

A2.2.1.3. Complete and sign block II of the AF Form 2586.

A2.2.1.4. Complete block III of the AF Form 2586. Provide a complete description of duties associated with unescorted entry into a particular area.

A2.2.1.5. Complete columns 1, 2, and 3 in Section IV of the AF Form 2586.

A2.2.1.6. Obtain the required restricted/controlled area coordinating/approval official(s) signature(s) for the applicable area number(s) in Section IV, columns 5 and 6 of the AF Form 2586. Additionally, coordinating approval officials must type or print their full name in each applicable block of Section IV.

A2.2.1.7. Primary and/or alternate unit security managers **are not** authorized to sign in block IV of the AF Form 2586. Only those commanders identified in paragraph 3.2.2., are authorized to sign block IV.

A2.2.1.8. Direct the individual to "hand carry" both completed copies of the AF Form 2586 to SF Pass and ID (contact the SFCC at 678-3303 for office directions prior to arrival), for processing.

A2.2.2 Security Forces (SF) Pass and ID will:

A2.2.2.1. Ensure the applicant is authorized for unescorted entry in accordance with AFI 31-401 through a review of the master 926 FW Automated Clearance Approval System (ASCAS) Desire List for verification of an existing favorable investigation.

A2.2.2.2. Inspect the AF Form 2586 to ensure all required areas have been properly completed and signed, all signatures in blocks II, and IV match the applicable signatures identified on the DD Form 577s on file within SF Pass and ID, and all information contained in section I is identical to the applicable information contained on the individual's identification card.

A2.2.2.3. Log all applicable information on the AF Form 335.

A2.2.2.4. Type in all information from the AF Form 2586 onto the AF Form 1199, to include the local badge number. In the block marked grade: show OFF (officer), ENL (enlisted), CIV (civilian), ART-Off, ART-Enl, as appropriate. All security force personnel, to include Civilian Security Forces personnel and 926 SPTG/SFS will have the letters "SF" stamped on the front of their AF Form 1199.

A2.2.2.5. Blacken all numbers on the badge except for those listed/approved in Section IV of the AF Form 2586, except for those AF Forms 1199 issued to Security Forces personnel and 926 SPTG/SFS security force personnel. All AF Forms 1199 issued to said security force personnel will be issued with all numbers left open.

A2.2.2.6. Require the individual to review the completed AF Form 1199 for accuracy and, if correct, obtain the signature of the individual on the AF Form 1199.

A2.2.2.7. Complete columns 2, 3 and 4 of Section V and sign the block marked "type name and signature of badge issuing official.

A2.2.2.8. Attach a picture of the individual and laminate the badge. Place the laminated badge in the protective clear plastic arm bands.

A2.2.2.9. Obtain the individual's signature on both the AF Form 335 and the Blocks marked "signature of applicant verifying receipt of badge" and "date" on the AF Form 2586, and issue the individual the badge. Only the applicant may receipt for and be issued the AF Form 1199.

A2.2.2.10. Forward the original copy of the completed AF Form 2586 to the appropriate unit security manager for file and retain the duplicate copy of the AF Form 2586 at SF Pass and ID for file and appropriate action.

A2.3. Adding an Area/Number. When a badge must be reissued to add an area(s)/number(s), commanders and/or unit security managers acting as requesting officials identified in paragraph 3.2.2. will:

A2.3.1. Utilize the original AF Form 2586 on file within the unit and annotate the area(s)/number(s) to be added in Section IV.

A2.3.2. Attach an original and a duplicate of the letter signed by the unit commander requesting the new area(s)/number(s). Only commanders identified in paragraph 3.2.2. are authorized to sign the letter.

A2.3.3. Obtain the required Restricted/Controlled Area Coordinating Approval Official(s) signature(s) for the applicable area number(s) in Section IV of the AF Form 2586.

A2.3.4. Direct the individual to "hand carry" both the AF Form 2586 and attached letters to Pass and ID for processing.

A2.3.5. Upon arrival at Pass and ID, processing will be as outlined above, except for paragraph A2.2.2.10. Pass and ID official(s) will forward the original AF Form 2586 and duplicate of the letter to the appropriate unit security manager.

A2.4. Deleting an Area/Number. When a badge must be reissued to delete an area(s)/number(s), authorized commanders and/or unit security managers acting as requesting officials identified in paragraph 3.2.2. will:

A2.4.1. Utilize the original AF Form 2586 on file within the unit and annotate the area(s)/number(s) to be deleted in Section IV.

A2.4.2. Attach an original and a duplicate of the letter signed by the unit commander requesting the area(s)/number(s) to be deleted. Only commanders identified in paragraph 3.2.2. are authorized to sign the letter.

A2.4.3. Direct the individual to "hand carry" both the AF Form 2586 and attached letters to Pass and ID for processing.

A2.4.4. Upon arrival at Pass and ID, processing will be as outlined above, except for paragraph A2.2.2.10. Pass and ID will forward the original AF Form 2586 and a duplicate of the letter to the appropriate unit security manager for file. The copy of the AF Form 2586 and original of the letter will be retained on file and recorded in the RAB Program. The old badge will be destroyed as outlined in paragraph 3.5.2.

Attachment 4

SECURITY AWARENESS TEST

A4.1. Our basic defense against sabotage is effective employment of the Security Reporting and Alerting System ?

- a. True
- b. False

A4.2. Clandestine operations are those activities sponsored or conducted by a nation against another nation, using secret or illicit means. This may include:

- a. Sabotage
- b. Intelligence or counter-intelligence operations
- c. Both a and b
- d. None of the above

A4.3. The 926 FW Mass Aircraft Parking area is designated as Priority ____ restricted area during normal day to day operations.

- a. Priority "A"
- b. Priority "B"
- c. Priority "C"
- d. None of the above

A4.4. Restricted Area badges may be worn outside a restricted area when:

- a. The unit is mobilized
- b. Directed by the Flight Line supervisor.
- c. Unescorted entry into badge required controlled area(s)
- d. During IG inspections

A4.5. Restricted Area badges may be removed while inside a restricted area:

- a. When maintenance is being performed on an aircraft running engines
- b. During IG inspections.
- c. Both a and b above
- d. None of the above

A4.6. Which of the following phrases is closely associated as a means to counter Subversion?

- a. Know Helping Hand and Covered Wagon procedures
- b. Never discuss classified information with unauthorized personnel
- c. Be aware of terrorists aims and objectives
- d. None of the above

A4.7. Which of the following phrases is closely associated as a means to counter Espionage?

- a. Know Helping Hand and Covered Wagon procedures
- b. Never discuss classified information with unauthorized personnel
- c. Be aware of terrorist aims and objectives
- d. None of the above

A4.8. Which of the following phrases is closely associated as a means to counter Sabotage?

- a. Know Helping Hand and Covered Wagon procedures
- b. Never discuss classified information with unauthorized personnel
- c. Be aware of terrorist aims and objectives
- d. None of the above

A4.9. The SFCC is the agency designated to receive Helping Hand and Covered Wagon Reports. What is the Helping Hand/Covered Wagon telephone number? _____

A4.10. A Helping Hand report applies only to priority "A" and "B" general war resources?

- a. True
- b. False

A4.11. While in a restricted area, you have a security responsibility to:

- a. Detect hostile or possible hostile events
- b. Report hostile or possible hostile events
- c. Both a and b
- d. None of the above

A4.12. A Helping Hand report indicates that a possible hostile event that could affect the ready general war capability has been detected?

- a. True
- b. False

A4.13. A Helping Hand report is a condition or event that has occurred at a base in connection with Priority "A", "B", or "C" resources that is actual or probable hostile action.

- a. True
- b. False

A4.14. Each individual is responsible for familiarizing themselves with and adhering to the parts of DOD 5200.1-R, AFI 31-501, and supplementary instructions, which apply to them in performance of their duties.

- a. True
- b. False

A4.15. If a person knows of the loss, unauthorized disclosure, or other possible subjection to compromise of classified information, they will report it to:

- a. The Director of Administration

- b. Immediate supervisor or commander
- c. The AFOSI
- d. Chief of Security Forces

A4.16. Access or possession of classified information will only be given to individuals who require such material in the performance of their duties and possess the required level of security clearance.

- a. True
- b. False

A4.17. A receipt will be used to transfer the custody of:

- a. Top Secret material
- b. Secret material dispatched through the distribution system
- c. Confidential material
- d. All the above except b

A4.18. Within Air Force, there are three classification categories authorized for classified information and material. They are Top Secret, Secret and For Official Use Only.

- a. True
- b. False

A4.19. Classified information must not be discussed or revealed orally in the presence or hearing of unauthorized persons, including those who have an access authorization but no requirement to know the information.

- a. True
- b. False

A4.20. Classified material, not in use by, or under the direct observation must be guarded or stored in a approved, locked container.

- a. True
- b. False

Attachment 5

SAMPLE LETTER, REQUEST FOR OFFICIAL VISITOR ENTRY INTO RESTRICTED AREA(S) DURING THREATCONS/CONTINGENCY ACTIONS

Date

MEMORANDUM FOR 706 FS/MA (For Mass Aircraft Parking Area Visit)
ATTN: 926 SPTG/SF

FROM: (Requester's Unit and Phone)

SUBJECT: Unofficial Visitor Entry into Restricted Area(s) Threatcons/Contingency Actions

1. Request permission for unofficial visitors to enter the (specify the restricted area) on (date and time). Purpose of the visit is (specify the reason for the visit).
2. Visiting party will consist of:
 - a. Requester: Rank/Grade, Name, and SSAN.
 - b. Visitors:
 - (1)
 - (2)
 - (3)
3. The requester (is or is not) properly cleared for unescorted entry into the (specify the area being visited) and (does or does not) have escort privileges on his/her USAF Restricted Area Badge, for the area to be visited. Escort official will be: Rank/Grade, Name, SSAN, and functional address symbol.

SIGNATURE ELEMENT OF REQUESTER'S
Unit Commander or Designee

1st Ind, 706 FS/MA

TO: 926 SPTG/SF

Subject visit is approved or disapproved.

SIGNATURE ELEMENT OF
706 FS/MA

2nd Ind, to 706 FS/MA, date, title of endorsement letter

TO: (Requesting Unit)

Subject visit is approved or disapproved.

SIGNATURE ELEMENT OF
Chief of Security Forces
or Designated Representative